HR POLICY AND PROCEDURE MANUAL

SENGUNTHAR ARTS AND SCIENCE COLLEGE
(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)
An ISO 9001:2015 Certified Institution
Recognised under section 2(f) and 12(B) of the UGC Act 1956
Accredited by NAAC
TIRUCHENGODE – 637 205

SENGUNTHAR ARTS AND SCIENCE COLLEGE

TIRUCHENGODE

1 . Preamble

The human resource policy of Sengunthar Arts & Science College delineates the fundamentals for managing the Institution's human resources, committed to the endeavour of knowledge creation and dissemination, contributing to individual, societal and national development.

Policy Objectives

- To acquire the most pertinent human resources for consistent performance of the institution.
- To manage human resources in an ethical and socially responsible manner.
- To engage and empower employees for personal and professional development.
- To abide by the laws, guidelines, rules and regulations of the regulatory authorities/bodies, as amended, from time to time.

Scope of the Policy

The policy encompasses acquisition, training and development, compensation, motivation and retention of the employees of Sengunthar Arts and Science College.

2 . About us

Sengunthar Arts & Science College (An ISO 9001 : 2015 Certified Institution, Recognised under section 2(f) and 12(B) of the UGC Act, 1956 , Accredited by NAAC) located nearby Tiruchengode, Namakkal (Dt), Tamilnadu State, India. It was established in 1991, by Sengunthar Educational Trust, Tiruchengode. The institution initially started with the affiliation of Madras University, Chennai and now to Periyar University of Salem. The institution is continuously striving hard to win the heart of stack-holders, parents, students and industry where the students going to be placed.

It is a pioneer, self-financing, co-educational Institution, situated in serene green surroundings at Tiruchengode. With its fine infrastructure and ability to maintain high academic standards, the institution has the unique honour of being acclaimed as one of the outstanding educational Institutions under Periyar University.

Vision

To provide quality higher education to the rural at an affordable cost and to mould them with better conduct and character committed to societal needs and national development.

Mission

The Institution is committed to

- Imparting Quality Education integrating skill development
- Making earnest efforts to promote innovations and quality research
- Creating genuine concern for society and environment that culminates in purposeful extension and outreach activities
- Strengthening the commitment to ethical and moral values of all its stake holders
- Developing an understanding and appreciation of Indian tradition and culture
- Contributing to national development through women empowerment.

3 . Recruitment

3.1. The recruitment of faculty members is need-based. HoD projects the staff requirement based on workload.

3.2. The rules prescribed for selection of employees from time to time by UGC/AICTE/Periyar University shall be followed.

3.3. Staff selection committee shall be constituted.

3.4. A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.

3.5. The candidates for Assistant Professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Correspondent/Dean/Principal / Head of the Department..

3.6. Candidates for non-teaching posts are selected based on practical test conducted by department selection committee and if need be a final round of one-on-one interview by the Correpondent/Dean/Principal.

3.7. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.

3.8. An appointment letter duly signed by the appointing authority is issued to the candidate.

3.9. On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department or Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Principal Office.

4 . Leave Rules

Casual Leave : 12 days per calendar year.

Earned Leave : 6 and ½ days per year after the probationary period(can be accumulated)

Medical Leave/Maternity Leave : Can be availed by the staff members if needed.

On-Duty Leave : Can be availed for Paper Valuation, Conducting practical examinations, Attending seminar/conferences and for any other academic related activities.

5 . Welfare Measures for Teaching and Supporting staff members

- EPF coverage for all the employees.
- Road safety insurance package.
- Financial support for staff members to attend seminars/conferences/workshops/training programs
- Annual increment for all the employees.
- Festival advance for all the employees.
- Free transport facility.
- Bonus for supporting staff members.

6 . Teaching and Learning Process:

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester / year. The following are some of the contents of learning modules irrespective of the subjects:

- Lesson Plan
- Course files
- E-Learning materials
- Self Learning Materials
- Case studies
- Web downloads
- Lesson and Course material
- PPTs
- Provision for Mid Tests and Distribution of scripts

- Additional Topics and Assignments
- Guest/Expert Lectures
- Industrial visits and tours relevant to their respective specialization

7 . Resignation, Relief & Termination

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

1. HoDs and Assistant Professors : Three months notice or salary in lieu of notice at the discretion of Principal

2. Technical Staff : Three months notice or salary in lieu of notice at the discretion of Principal

3. Administrative Staff : Three months notice or salary in lieu of notice at the discretion of Principal

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College.

Termination: The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

8 . Code of Conduct and Discipline

Do's

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

- Maintain absolute integrity and devotion to duty.
- Correct the assignments and lab records systematically.
- Engage classes, both theory and practical, punctually and effectively.
- Attend the college regularly and punctually
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Conduct guest/expert lectures with academic/industry professionals.
- Use the infrastructure facilities to improve the academic standards.
- Promote decency, decorum, dignity and discipline among staff and students.
- Abide the rules and regulations of the institution.

- Be honest, impartial in dealings and courteous with others.
- Administrative compliance.
- Publication and attending FDPs / Workshops / Conferences / Symposiums /Magazines.

Don't's

- Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- Propagation of religious, communal and anti-social activities in the campus
- Gross negligence of duties and responsibilities.
- Encouraging any form of 'Malpractice/unfair practices' in connection with exams.
- Leaving the campus without proper prior permission of the Head of the Institutions.
- Encourage or involve in immoral practices with stakeholders.
- Cause damage to institution or stakeholders property in any form.
- Enter into any monetary transactions with any stakeholder of the institution.
- Undertake private assignments whether remunerative or not.
- Absconding from the institution.
- Passing comments on religious, regional, personal, racial and cultural sentiments
- Any act which is detrimental to the interest of the institution

SENGUNTHAR ARTS AND SCIENCE COLLEGE 637 205 NAMAKKAL DT. TIRUCHENGODE.

Principal

PRINCIPAL
SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.